

(7) bring to the notice of the Deputy Superintendent :—

- (a) urgent communications which could not be despatched on the day of their receipt; and
- (b) ordinary communications which could not be despatched even on the day following the day of their receipt.

159

Despatch of Postal communications :—(1) The despatcher will hand over communications to be sent by post to the daftry, who will :

- (a) separate those to be sent by foreign post from the rest;
 - (b) if a credit deposit account is maintained for issuing telegrams, affix rubber stamp indicating the credit deposit account number assigned to the department in the space provided for affixing postage stamps;
 - (c) affix postage stamps of the appropriate value on covers, packets etc., where necessary after weighting them, using ordinary postage stamps for foreign post and service postage stamps for inland post;
 - (d) stamp the postal covers with a rubber stamp bearing the name of the department, the name and designation of the officer in charge of the issue branch and the facsimile of his signature; and
 - (e) return the communications to the despatcher.
- (2) The despatcher will enter particulars of the communications and the value of stamps affixed thereon in the despatch register (Appendix 10).
- (3) In the case of telegrams, the serial number assigned to them in the despatch register will be noted at a convenient place on the top receipt portion of the printed telegram form to facilitate the linking of the telegram receipts to the relevant entries in the despatch register.
- (4) For despatching registered post postal registration books should be used so that the out-going registered communications could straightway be entered in that book instead of in the despatch register. Each entry in such a book will then be got stamped by the post office.
- (5) If a communication is to be sent by registered post (acknowledgement due), the number of the communication should be written on the 'acknowledgement card' also so that, when received back, it can be sent to the branch concerned.
- (8) Telegrams should be despatched promptly. Registered and insured articles should be sent to the post office well before the closing hour prescribed for the receipt of such communications. Other communications should be posted at convenient intervals.

- (9) Receipts for telegrams registered and insured post, etc. should be checked carefully by the despatcher. These should be filed properly for reference in the event of need. •

160.

Despatch of non-postal communications :—(1) Non-postal communications should be sorted out according to the location of the addresses, entered in messenger books and handed over to messengers for delivery to the addresses.

- (2) Messenger books should be numbered serially and an adequate number of such books allocated to each department/office or several departments/offices grouped conveniently according to their location.
- (3) Urgent communications should be despatched promptly. The time of despatch should invariably be noted in the messenger book. The recipients should similarly be required to indicate time of their receipt.
- (4) Only urgent communication will be despatched outside office hours. No communication should be sent to an officer at his residence unless:
- it is of such a nature that action thereon can not wait till the commencement of the next working day ;
 - it is marked 'immediate' and addressed to the officer by name ; and
 - its delivery to the officer's residence has been authorised by the branch officer concerned at the despatching end.
- (5) After the communications have been delivered, the despatcher will examine the messenger books to see that all the communications entered therein have been duly acknowledged by the recipients under dated signatures, written in ink. Instances where the communications have not been acknowledged will be immediately brought to the notice of the Deputy Superintendent of the Issue Branch for investigation and further suitable action.

161.

Distribution of spare printed copies of letters etc.—

- (1) Spare copies of printed letters etc., shall be distributed to the different Ministries of the Govt. of India and to the Heads of Departments, Commissioners etc. in accordance with the following distribution lists :—
- Letters to Ministries of Govt. of India—Appendix A to Chapter VIII.
 - Circulars etc.—Appendix 6 to Chapter VIII.
- (2) Distribution of proceedings Volumes—The proceedings volumes of Govt. are distributed by the despatcher in accordance with the

distribution lists in Appendix A and selections from proceedings in accordance with Appendix B to this Chapter.

- (3) For distribution of spare type written copies see para 146.

162. *Return of papers after issue* :—After issue of fair communications the despatcher will make over office copies, to the clerk maintaining the issue diary. The latter will return the papers to the diarists of the Branches concerned after making entries in column-4 of the issue diary.

163. *Issue of inter-departmental notes* :—

- (1) Inter-departmental notes sought to be recorded on files, will be fair typed and compared in the branches concerned and despatched by the diarists of the branch concerned through the circulating branch.
- (2) Before sending the files to the circulating branch for despatch, the diarist will :—
 - (a) mark the movement in the file movement register in the case of branch's own files, and in the section diary in other cases;
 - (b) in respect of branch's own files, prepare a challan in duplicate and place one copy on the file and make over the other to the dealing hand concerned ;
 - (c) send it to the circulating Branch.
- (3) The branch to whom files were referred to for advice, clarification etc., will similarly return them, with their advice etc. to the originating branch through the circulating branch. (They need not be routed through the issue branch on return).

164. *Stamps account Register* :—

- (1) The despatcher will maintain an account of the postage stamps in the form given in Appendix 11.
- (2) The Deputy Superintendent will check the entries made in the register every day and append his dated signatures in token of his having done so. He will also conduct surprise test-checks of envelopes ready for despatch by post to make sure :
 - (a) that the value of stamps affixed thereon tallies with that shown in the despatch register; and
 - (b) that the required value has been secured by using the minimum number of stamps of appropriate higher denominations.
- (3) The Administrative Officer, Civil Secretariat, will also inspect the two registers once a month and verify that the value of stamps in hand tallies with that shown in the register.

165. *Action after issue* :—

- (1) On receipt of papers after issue, the diarist will :
 - (a) check that the office copies bear the stamp 'Despatched'.
 - (b) place office copies with drafts, if any, on the relevant files; and
 - (c) pass on the files to the dealing hands concerned.

(2) The dealing hand will :

- (a) docket the communication issued.
- (b) examine whether the communications issued constitutes final disposal of the paper under consideration, and if so, initiate action to record the file; and
- (c) if a reply to the communication issued is to be awaited or further action on the file is to be resumed at a later date, mark the file for being brought forward on that date and pass on the file to the diarist for recording its movement in the file movement register and keeping a note in the reminder diary. (Similar action should be taken also on duplicate copies of challan in respect of files referred to other departments).

166. Section Work—The execution of typing work on section basis should be discouraged. Only on rare occasions when a large amount of typing work consisting of more than 25 pages is required to be done immediately which should be certified as such by the Under Secretary or Under Secretary incharge of the Branch and the normal strength of typists engaged on it is unable to cope with it, should be got done on section basis. Whenever such a contingency arises, the matter should be referred to the Under Secretary/Deputy Secretary for orders. In each case the amount claimed must be certified to be correct by the Deputy Superintendent of the Issue Branch.

167. Care of typewriters —Persons using Government typewriters must take the same care of them as they would bestow to personal belongings. Some of the points which should receive attention are :—

- (i) Each machine should be thoroughly dusted, brushed and tested by the typist every morning before work begins.
- (ii) The rods on which the carriage runs should be cleaned with a slightly oiled cloth.
- (iii) The wheels on which the carriage runs should be oiled once a week.
- (iv) Nothing but typewriter oil should be used for lubrication.
- (v) All types of the machine should be cleaned with methylated spirit immediately after a stencil is cut.
- (vi) No screws or other parts of the machine should be opened or interfered with.
- (vii) When the day's work is finished the machine should be covered.

2. Superintendents, Deputy Superintendents and incharge of Branches are responsible for branch typewriters. Personal Assistants and Stenographers are responsible for their own machines.